



**NEW BRUNSWICK BUILDING OFFICIALS ASSOCIATION**  
P. O. Box 30033, Prospect Plaza, Fredericton, NB E3B 0H8  
[www.nbboa.ca](http://www.nbboa.ca)

**CERTIFICATION MAINTENANCE PROGRAM  
ANNUAL RECORD FORM**

It is the responsibility of each member of the New Brunswick Building Officials Association who holds a Certified Building Code Official (CBCO) or Building Code Qualified Official (BCQO) designation to maintain his/her own records for certification maintenance. In order to maintain the CBCO or BCQO designation one must.

1. Remain a member in good standing of the New Brunswick Building Officials Association,
2. Obtain thirty (30) learning credits every sixty (60) months and,
3. When required, complete a code change course approved by the Association.

In order to receive points for seminars, courses and committees, please complete the attached form and include a copy of any corresponding certificates. Course descriptions must be included for all courses not accredited by the NBBOA.

Name: \_\_\_\_\_

Municipality/Company: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Course/Seminar/Committee Information**

Course/Seminar Committee Name: Location: Presented By:	Dates Attended	Number Of Hours	Number Of Points	NBBOA Administration Use Only
_____ _____ _____				
_____ _____ _____				
_____ _____ _____				
_____ _____ _____				
_____ _____ _____				

Note: Copies of Certificates or Records of Attendance must be included with submission. Include course description for all courses not accredited by the NBBOA. Complete and submit by December 31<sup>st</sup> of each calendar year. Please forward to NBBOA, P O Box 30033, Prospect Plaza, Fredericton, NB E3B 0H8